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| Status: | Active Policy |
| Effective Date: | May 11, 2007 through May 10, 2009 |
| Revised Date: | N/A |
| Approved By: | J. Stephen Fletcher, CIO |
| Authority: | <i>UCA §63F-1-103; Utah Administrative Code R477-8.</i> |

1.1 PURPOSE

This policy defines the requirements for Department employees to enter and correct their payroll information each pay period.

1.1.1 Background

The Department's Administrative Services Bureau processes time record information for each pay period using deadlines established by State Finance. In order to meet these deadlines, bureau staff must receive the records within policy established time frames.

1.1.2 Scope

This policy applies to all employees of DTS.

1.1.3 Exceptions

None

1.2 DEFINITIONS

Actual Hours Worked

Time spent performing duties and responsibilities associated with the employee's job assignments. Actual Hours Worked time is calculated in increments of 15 minutes and excludes "actual hours on-call," holiday leave, or any other leave time taken off during the work period.

Compensatory Time (Comp Time)

Time off that is provided to an employee in lieu of monetary overtime compensation.

Excess Hours

A category of compensable hours separated and apart from compensatory or overtime hours that accrue at straight time only when an employee's actual hours worked, plus additional hours paid but not worked, exceed an employee's normal work period HRMR 477-1-1(42)

FLSA Exempt Employee

An employee who is exempt from the Fair Labor Standards Act HRMR 477- 1-1(47)

FLSA Non-Exempt Employee

An employee who is not exempt from the Fair Labor Standards Act HRMR 477-1-1(48)

1.3 POLICY

It is the policy of the Department that time records be collected and processed in an orderly and systematic manner.

1.3.1 Time Recording/Leave Usage

All hours worked, on-call and leave hours used shall be reported in ESS. A manual time sheet may be allowed under extenuating circumstances, i.e., when an employee is unable to meet the established ESS deadlines for time entry. A manual time sheet may be obtained from a DTS payroll technician.

- 1.3.1.1 When recording hours worked, each employee must work in increments of 15 minutes or more in order to be paid. Each employee shall round to the nearest quarter hour (e.g., 13 min. worked = .25 hr. posted).
- 1.3.1.2 Each eligible employee shall use leave in no less than quarter hour increments.
- 1.3.1.3 Each eligible employee may not use any leave time, other than holiday leave, that results in an employee accruing excess hours.

1.3.2 Lunch and Break Periods

Each full-time work day shall include a minimum of 30 minutes non-compensated lunch period. This lunch period is normally scheduled between 11:00 a.m. and 1:00 p.m. for a regular day shift.

- 1.3.2.1 Supervisors have the authority and responsibility to establish break period schedule for employees. Employees must abide by the schedule established by their supervisor. Any exceptions must be approved in writing by the Executive Director of the Department of Human Resource Management.
- 1.3.2.2 Each employee may take a 15 minute compensated break period for every four hours worked.
- 1.3.2.2 Unless otherwise authorized in writing by the Executive Director of the Department of Human Resource Management, employee lunch and break periods shall not be adjusted, combined or accumulated to accommodate a shorter work day or longer lunch period.

1.3.3 Supervisory Review

- 1.3.3.1 Supervisors shall review hours recorded in ESS by their respective charge for content and accuracy. Supervisors will certify the employee worked under their supervision for the period indicated and hours reported accurately reflect time worked and leave hours used.
- 1.3.3.2 Supervisors shall assist employees to address and resolve any time reporting discrepancy discovered during the supervisory review process by 12:00 p.m. of the first working day following the end of a pay period.

1.3.4 Deadlines for Time Entry in ESS

1.3.4.1 Employees

Employees shall accurately record all time worked for a pay period by 10:00 a.m. of the first working day, typically Monday, following the end of the pay period.

1.3.4.2 Supervisors

Supervisors shall review and approve staff time entries for a pay period by 3:00 p.m. of the first working day, typically Monday, following the end of the pay period.

1.3.5 Compensatory Time and Excess Hours Pay Down Requests

1.3.5.1 Compensatory Time Pay Down Request

FLSA non-exempt employees may request to be paid down for compensatory time by filling out a request form. A request form can be obtained from a DTS Payroll employee and/or an HR technician.

1.3.5.2 Excess Hours Pay Down Request

The CIO, or designee, may approve the pay down of excess hours for FLSA Non-exempt and Exempt employees. All requests for the pay down of accrued excess hours shall be reviewed by the employee's supervisor prior to submission to the CIO, or designee.

DOCUMENT HISTORY

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| Originator: | Russell Smith, DTS Administrative Services Director |
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